

PEDESTRIAN ISSUES IN WORK ZONES
WORKSHOP PLANNING MEETING MINUTES
June 27, 2008

A planning meeting was held on June 26, 2008 at 2:15 pm in the Work Zone Traffic Control Conference Room to discuss the Workshop for planners and designers. The following representatives attended:

Margaret Anderson	Productivity Services
Jay Bennett/Scott Blevins	Roadway Design Unit
Stuart Bourne	Work Zone Traffic Control Unit
Karen Capps	Project Development and Environmental Analysis (PDEA)
Jeff Cox	Division of Bicycle and Pedestrian Transportation
Linda Fuller	Productivity Services
Joseph Ishak	Work Zone Traffic Control Unit (WZTCU)
Jennifer Portanova	Work Zone Traffic Control Unit
Walt Thompson	Productivity Services

Workshop Logistics

The following includes the workshop logistics that were discussed and agreed upon during the meeting. After the meeting, it was decided to avoid Election Day, November 4th, and proceed with the dates listed below.

Dates:	2 sessions the week of November 3-7, 2008, avoiding November 4 th 2 sessions the week of November 17-21, 2008
Location:	Wake Commons or New Hope Center (Plan B)
Time:	9:30am – 3pm
Invitees:	Approximately 220 Invitees <ul style="list-style-type: none"> • Roadway Design, Squad Leader Level Up(50) • Structure Design, Squad Leader Level Up(50) • WZTCU, Squad Leader Level Up (15) • PDEA, Project Development Engineer Level (20) • Divisions, Design Construct, Traffic, and Construction Engineers (60) • Traffic Engineering Branch, Safety and Signals Units (20) • Division of Bicycle and Pedestrian Transportation (5) • Public Transportation (1) • Transportation Planning Branch (1)
Sessions:	Four (4) sessions with 50-55 people per session
Title:	Accommodating Pedestrian in Work Zones Workshop
Coordinators:	Margaret Anderson and Linda Fuller
Materials:	Developed by the technical group and printed by Productivity Services
Notification:	Stuart will send an email to the unit heads that include the following information: <ul style="list-style-type: none"> • Session dates, time, and location • Session limitations of 50-55 participants • Who should attend the workshop • How to register for workshop
Other:	<ul style="list-style-type: none"> • PDHs will be offered • Private Engineering Firms will not be invited to the workshop, but will be exposed to the Guide through ACEC/DOT Conference and Joint training committee

Technical Group

The attendees agreed that a technical group should discuss the content of the workshop at a separate meeting. The technical group members will include Joseph, Karen, Jay, Jennifer, and Jeff. The following items concerning the content were discussed during the meeting:

- Final procedures will need to be worked out prior to developing the content of the workshop.
- Materials for the workshop will need to be completed by September 19, 2008. Completed materials will be sent to Walt for printing
- Draft Agenda
 1. History/Background (15 mins.)
 2. ADA/504 Training (10 mins.)
 3. Overview of the Guide, Memo, and Recommended Changes (30 mins.)
 4. Procedures
 - Interim
 - Final (to be developed)
 5. Lessons Learned/Example Projects
 - Lexington Project (walk through with procedures)
 - Jamestown
 - Cary Project
 - Old Wake Forest Road (breakout session)
 - Durham, Hillandale Rd.
 6. Question and Answer

Action Items

- ☐ **Stuart** will discuss the workshop at Debbie's staff and Ops staff.
- ☐ **Margaret/ Linda** will work out the logistics of finding and obtaining the location.
- ☐ **Linda** will provide registration information to Jennifer.
- ☐ **Jennifer** will draft email for Stuart for review.
- ☐ **Stuart** will distribute the invitation email to unit heads.
- ☐ **Karen** will schedule a meeting to discuss final procedures.
- ☐ **Jennifer** will schedule a meeting for technical group to work on workshop content.
- ☐ **Technical group** will provide coordinators with the material for the workshop by September 19, 2008.